

JOB DESCRIPTION
Specialist - Finance & Accounting

Department: F & A
FLSA Status: Exempt

Job Status: Full-Time
Reports to: Manager, F & A

Date: June 4, 2012

POSITION SUMMARY

Applies principles of accounting to analyze financial information and prepare financial reports by performing the following duties.

ESSENTIAL DUTIES and RESPONSIBILITIES

- Assists in the development and implementation of goals, policies, priorities and procedures relating to financial management, budget, accounting, payroll, and information systems.
- Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions.
- Distributes expenditures, encumbrances, receipts, and receivables according to schedules.
- Performs statistical analyses to determine trends, estimates, and significant changes, and writes narrative reports explaining findings.
- Analyzes financial information detailing assets, liabilities, and capital, and prepares balance sheet, profit and loss statement, and other reports to summarize and interpret current and projected company financial position for other managers.
- Audits contracts, orders, and vouchers, and prepares reports to substantiate individual transactions prior to settlement.
- Determines proper handling of financial transactions and approves transactions within designated limits.
- Monitors compliance with generally accepted accounting principles and company procedures.
- Directs the installation and maintenance of new accounting, timekeeping, payroll, inventory, property, information systems and other related procedures and controls.
- Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents, and reports.
- Installs, modifies, documents, and coordinates implementation of accounting systems and accounting control procedures.
- Devises and implements system for general accounting.
- Makes recommendations regarding the accounting of reserves, assets, and expenditures.
- Conducts studies and submits recommendations for improving the organization's accounting operation.
- Collects appropriate data and prepares federal, state, and local reports and tax returns.
- Assist with Accounts Payable and Accounts Receivable when needed.
- Manage general ledger and month end financials.
- Participate in budgeting, fixed asset tracking, costing, and inventory issues.
- Coordinate and participates in physical counting of inventory; prepares reports and facilitates follow-up activities.
- Maintain data for proper costs for inventory in ERP system.
- Maintain various contracts and agreements for the company.
- Prepare presentations, reports and correspondence as directed.
- Will develop and distribute various reports for internal and external use.
- Will support various other functions within the department as necessary.
- Participates in developing department goals, objectives, and systems.
- Participates in administrative staff meetings and attends other meetings and seminars.
- Support all other departments as directed.
- Conform to all safety rules and use all appropriate safety equipment.
- Performs other related duties as required and assigned.

POSITION QUALIFICATIONS:

- Analytical - Synthesizes complex or diverse information.

- Project Management - Completes projects on time and budget.
- Customer Service - Responds promptly to customer needs.
- Oral Communication - Listens and gets clarification.
- Able to communicate and perform in a team environment.
- Must be able to maintain a high level of confidentiality and professionalism.
- Must be receptive to additional training as required.
- Team Work - Balances team and individual responsibilities.
- Written Communication - Presents numerical data effectively.
- Ethics - Works with integrity and ethically.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.
- Adaptability - Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time.
- Dependability - Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.
- Professionalism - Treats others with respect and consideration regardless of their status or position.
- Quality - Demonstrates accuracy and thoroughness.
- Safety and Security - Observes safety and security procedures.
- Must be supportive of OTICS USA, Inc.'s philosophies and policies.
- Must be capable of maintaining a high level of confidentiality. Also must display the ability to be truthful and be seen as credible in the workplace.
- Must be self-motivated-ability to be internally inspired to perform a task to the best of ones ability using his or her own drive or initiative.
- Must demonstrate a positive attitude.
- Ability to calculate figures and amounts using whole numbers and decimals.
- Must have a working understanding of General Accounting Principles.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Must be capable of constant quality work relative to clerical duties.
- Must be able to prioritize and handle multiple tasks.
- Must be patient and able to deal with constant interruptions.
- Must be flexible to adapt to changing conditions.
- Must be willing and able to work in a team environment.
- Must have exceptional interpersonal (behavioral) skills.
- Must have exceptional communication skills (verbal, written, & listening).
- Must have above average reasoning skills.
- Resilient - Ability to recover from, or adjust to, misfortune or setbacks.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.
- Must be willing to travel, as this position may require some travel.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write reports and business correspondence.
- Ability to work with mathematical concepts such as probability and statistical inference.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical, diagram or graph form and deal with several abstract and concrete variables.
- Willing to adjust hours to meet job needs; **** May be required to work overtime and off shifts as necessary.**

EDUCATION

Bachelor's degree (B.S. or B.A.) from four-year college or university required.

EXPERIENCE

5+ years manufacturing accounting experience required. Also requires proven experience in an administrative function or in the area of accounting, preferably in a high volume-manufacturing environment.

COMPUTER SKILLS

Must have knowledge of computer systems and networks as well as Word Processing software; Spreadsheet software; Accounting software; MRP inventory software; Payroll systems; EDI order processing systems and Database software.

CERTIFICATES & LICENSES

CPA license preferred.

OTHER REQUIREMENTS

Solid work history and willingness to successfully function in a team environment.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

WORK ENVIRONMENT

This position is required to work in manufacturing environment facility. While performing the duties of this job, the employee is frequently exposed to work near moving mechanical parts; toxic or caustic chemicals and risk of electrical shock. The employee is occasionally exposed to fumes or airborne particles; extreme heat (non-weather) and vibration. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS – See Physical Demands Description

OTICS USA, Inc. has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.